

California Department of Veterans Affairs



“Honoring California’s Veterans”

Classification: **OFFICE TECHNICIAN (TYPING)**
Permanent Full Time

Salary: **\$2598.00-\$3157.00 per month**

Location: Veterans Home of California-Barstow
100 E Veterans Parkway
Barstow, CA

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement. Applications will be screened and only the most qualified will be interviewed. **MUST POSSESS CURRENT TYPING CERTIFICATE INDICATING 40wpm. A TRAINING AND DEVELOPMENT (T&D) MAY BE CONSIDERED. SROA PROVISIONS APPLY.**

Duties and Responsibilities: Under the general direction of the Chief, Medical Administrative Services, the incumbent will perform a variety of tasks including but not limited to: Review and process incoming admissions applications; Maintain and update applicant’s files in MEDITECH and hard copy file; Date entry for pre-admit auditing; Inform visitors, applicants and other interested parties on admission policy and process; Conduct interviews with Veterans for admission to the Home; Responsible for collection of daily census collection information and correlates into daily statistical reports; Schedule and coordinate admission appointments via telephone with the prospective resident and/or family member or social worker and follow up with written correspondence; Responsible for compiling/reconciliation of resident passes/leaves necessary for preparation of the VA Per Diem Report; Update, maintain and print weekly admission calendars, admissions waiting lists, and skilled nursing denial list for the use of the Department Chief to present to the Administrator or other staff as required; Be an active member of the Admissions Review Committee.

Desirable Qualifications:

- Dependable, reliable, ability to work independently and be well organized.
- Possess good communication skills, orally and written, and familiar with personal computer.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs	Inquiries:
Veterans Home of California- Barstow	Voice: (760) 252-6282
100 East Veterans Parkway	TDD: (760) 252-6234
Barstow, CA 92311	

NOTE: In line #12 of the State Application, You must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Reemployment or Reinstatement. Failure to do so could result in being rejected from the interview process.

Final Filing Date: July 15, 2007

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. "PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS". IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

RELEASED: 07/06/07